

Chester Public Utility District
PO Box 503
251 Chester Airport Rd.
Chester, Ca. 96020
530-258-2171

Minutes of Regular Meeting: February 9, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

Directors Present: Wes Scott, Greg McIntire, John Knopp and Ben Thompson.

Directors Absent: Steve Trotter

Guests Present: 4 community members.

Staff Present: 3 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:30pm.
 - a. Director Scott led the Pledge of Allegiance.
 - b. Agenda approval: Hearing no objections, agenda approved.
2. **Closed Session:** None
3. **Reconvene from Closed Session:** n/a
4. **Report on Closed Session:** n/a
5. **Public Comment Non-Agenda Items:** None.
6. **Approval of January, 2016 Regular Meeting Minutes:** Director Knopp made a motion to accept the minutes. Director McIntire seconded the motion. All in favor, motion carried.
7. **Approval of November 2015 Financials:** Director McIntire made a motion to accept the financials. Director Knopp seconded the motion. All in favor, motion carried.
8. **General Manager's Report: - (Exhibit A) GM Waterman:** Explained we are going through 3 audits: The Annual audit was completed by Singleton-Auman. Director Scott stated that he did not think Clay Singleton needed to come to a board meeting this time to explain his findings. GM Waterman will build a policy for cash handling protocols, suggested by Singleton-Auman, to limit the potential of fraud. The PERS audit we are hoping will be completed by April. We report to PERS weekly as to our progress in responding to all of their findings. The USFS audit is ongoing, we have not heard from them in a while. There are 117 other fire departments going through the same audit.

Fourth Avenue Pumps are getting maintenance. It could cost up to 20 thousand dollars as one of the pumps failed. GM Waterman has asked for an estimate on what a new pump would be to have as an extra, in case the pumps fail again. Electricians and welders have been doing some modifying to make working down in that lift station better by adding a trolley system and rearranging the electrical.

There will be Board Liability training in Quincy on February 17th for any board members that would like to attend, so far 4 people are registered. On March 23rd the Brown Act and Ethics training will be in Quincy, also put on for free by Plumas County Special Districts Association. Director Scott asked GM Waterman to ask the CPUD guys to try to look to see where the infiltration into our system worse. GM Waterman said he would ask them do to a little research.
9. **Public Comment: Agenda Items:** none.
10. **General Manager Hiring Committee Update:** GM Waterman stated that there has been only one applicant so far. We have flown the position in many papers and other avenues through the

Special Districts Association as well. Director Scott said we will wait until after February 19th for potentially more responses, as that is the closing date. No action taken.

11. **CPUD Truck Replacement:** GM Waterman said he has taken no action with this agenda item. Director Scott offered his help in completing this task. GM Waterman stated that help would be welcomed, as he has other projects he is dedicated to right now. Director Scott asked if we were register with GSA yet. GM Waterman confirmed that we were.
12. **Public Employees Retire System Audit:**
 - a. **Master Pay Schedule:** GM Waterman explained that we have to create master pay scales going back as far as we can. This has been a difficult task, as a lot of the information we would normally pull from is missing or incomplete. These need to be rebuilt per government code, approved by PERS and then get presented to the board for approval. These should be completed by next board meeting.
 - b. **MOU Side letter:** GM Waterman will be approaching the Union Representative to create a side letter, to clean up the verbiage regarding how the Holiday Pay is paid to our Safety personnel annually per PERS request. This shouldn't be a problem and should be ready for approval by the next board meeting as well.
13. **2014/2015 Audit:** Tabled until next board meeting so all board members have more of an opportunity to go through it.
14. **Annual 700 Forms for 2015:** All board members, present and past, as well as the 3 department heads and the General Manager have completed the 700 forms for 2015
15. **Plumas Bank Signature Card Update:** Cheryl passed around the new signature card for all members present to sign. Director Scott explained that this needs to be done to remove Garn Pringle, as he is no longer a board member as of December 4th 2015 and add Steve Trotter as he took his place on the board as of January 12, 2016. Director Trotter's signature will be captured at a later date.
16. **Waste Water System Improvements/Survey:** GM Waterman said he is sending out 11 RFPs, Slusher and Womack are 2 of the local companies. The bids are due back the day before our next board meeting. Director Scott stated depending on the findings from this survey will determine the plan for repairs.
17. **Correspondence:** none.
18. **Comments:**
 - a. **Directors:** none.
 - b. **Staff:** none.

Director Scott adjourned the meeting at 6:03pm.
Cheryl E. Johnson, Clerk to the Board.
Approval of Minutes _____